

	Portales Police Department Standard Operating Procedure & Policy	SOP #	107.02
		Date Revised:	
		ADM. #	07.02
1700 N. Boston St. Portales NM, 88130	Command Protocol	Effective Date	
(575) 356-4404		Approval:	Pat Gallegos, Chief of Police

I. STATEMENT OF PURPOSE

It is the policy of the Department to establish and maintain a positive working relationship with other agencies. The guidelines set out herein should assist employees in maintaining open communication and cooperation with other agencies not only within the Criminal Justice System, but in the realm of social services and provide a guide for command protocol.

II. LINE OF SUCCESSION

- A. When absences of the Chief of Police are anticipated, the Deputy Chief will be in command, if the Deputy Chief is unavailable the Chief of Police will designate, in writing, a command officer to act on his behalf.
- B. Occasions may occur that cause the Chief of Police to be unavailable or unable to perform his lawful duties. It is therefore the Department's intent to establish a line of succession. The line of succession is comprised of command rank officers who act on behalf of the Chief of Police
- C. After the Chief of Police, the line of succession is by rank and seniority in rank.

III. RESPONSIBILITIES

- A. All employees of the Department are reminded that they work for the public and they are responsible to protect and serve in all areas of public safety.
- B. Employees often encounter people who are in need of services from one or more of the local social service agencies. Although these problems may not be of a criminal nature, employees are obligated to make every effort to determine the needs of the individual and assist in obtaining help.
- C. Because all criminal justice and social service agencies must work together, each employee is responsible for acting in a courteous and professional manner when in contact with other criminal justice and

social service agencies.

IV. REFERRALS

- A. Department employees, in the course of performing their duties, often encounter people in need of a type of help best provided by another criminal justice agency or a social service agency.
- B. All officers are expected to be familiar with the application of New Mexico State Law as it applies to problems arising within the community. In dealing with problems presented to the officer, the determination of whether the problem is of a criminal nature or of a social or civil nature is made by the officer.
- C. Referrals to other agencies should be based upon specific criteria:
 - 1. Nature of the problem;
 - 2. Type of help or remedy required;
 - 3. Identification of the agency best suited to provide the necessary remedy.
- D. Juvenile problems should normally be referred to and handled by Children, Youth and Families Services, either the Juvenile Probation and Parole Office or the Department of Human Services.
- E. Adult criminal nature problems should be handled through either the District Attorney's Office. The determination of which office to refer to should be based on the type and degree of the crime.
- F. Problems which are determined to be of a civil nature should be referred to either the Roosevelt County Sheriff's Office or Magistrate Court.
- G. Issues which could be deemed a social problem should be referred to a variety of services and resources which are available in Roosevelt County. Employees should maintain a working knowledge of the available services and resources in order to expedite the referral process.
- H. At times, a situation may require an officer to transport individuals to a social service agency, arrange for transportation or arrange for a representative of the agency to come to their location. In these situations, employees should cooperate fully with all social service agencies, if possible.

V. JOINT INVESTIGATIONS

- A. At times, during the investigation of a major crime or the search for a fugitive, two or more law enforcement agencies must work together for the benefit of all involved agencies.
- B. When a call is received requesting immediate emergency assistance by

another agency operating within the City limits, the requested assistance shall be dispatched and the appropriate supervisor notified.

- C. When calls for assistance outside the City limits are received the appropriate supervisor shall be immediately notified. The supervisor determines to what extent the Department will honor the request.
- D. When a joint investigation is conducted with another law enforcement agency, the Detective Sergeant or the Lieutenant maintains a liaison with the outside agency.
- E. Outside agencies requesting non-emergency assistance shall be referred to either of the following:
 - 1. the Patrol Sergeant on-duty or the Lieutenant, if uniformed officers are requested, or
 - 2. the Detective Sergeant, Lieutenant, Deputy Chief or Chief of Police, if investigative personnel are requested.
- F. When Department personnel and personnel from outside agencies are working together on a police operation, the highest ranking Department supervisor(s) coordinates with the highest ranking outside agency supervisors(s).
- G. Department personnel shall not be placed under the sole command of an outside police agency.
- H. At the scene of a major incident, the ranking Department uniformed supervisor assumes command of, and is responsible for, all uniformed Department officers. The ranking investigative supervisor assumes command of, and is responsible for, investigative personnel. If only one supervisor is present, that supervisor shall assume overall command of, and is responsible for, all officers until or unless relieved by a higher authority. When an investigator is at a crime scene he/she assumes command of, and is responsible for, all personnel.
- I. The Lieutenant/Deputy Chief shall be kept informed on the status of any joint investigation by the ranking supervisor.
- J. If the joint investigation deals with a crime which occurred outside the Department jurisdiction and a Department employee needs to file a report for his/her role in the investigation, a supplemental report detailing the officers' involvement shall be completed and approved by a supervisor and submitted to that agency through the Records Division.
- K. If the joint investigation deals with a crime which occurred inside the Department jurisdiction, a Department employee shall file the appropriate criminal report.

- VI. Command protocol for normal day-to-day operations will follow under the guidelines of [Adm.07.03](#).